

HOPE HAVEN PROGRAM CALENDAR

JULY 1, 2018 to JUNE 30, 2019

June 30	(Saturday)	Clients Leave	Closed
July 2	(Monday)	(x)	Open
July 3	(Tuesday)	(x)	Open
July 4	(Wednesday)	(1) Independence Day Holiday	Closed
July 5	(Thursday)	(x) Clients Return	Open
September 3	(Monday)	(2) Labor Day	Closed
November 21	(Wednesday)	(x) Clients Leave	Open
November 22	(Thursday)	(3) Thanksgiving Holiday	Closed
November 23	(Friday)	(4) Agency Holiday	Closed
November 26	(Monday)	(x) Clients Return	Open
December 22	(Saturday)	Clients Leave	Closed
December 24	(Monday)	(5) Christmas Eve Holiday	Closed
December 25	(Tuesday)	(6) Christmas Holiday	Closed
December 26	(Wednesday)	(x) Clients Return	Open
January 1	(Tuesday)	(7) New Year's Holiday	Closed
April 19	(Friday)	(8) Good Friday	Closed
May 27	(Monday)	(9) Memorial Day	Closed

- "Open" means Workshops, Day Services, Mental Health & Recovery Services, and Business/Administration Offices are open for business and day programming; "Closed" means that they are not open for business that day. All other services are in operation.
- Hope Haven **tentatively** plans to offer transportation routes to and from the Des Moines area on three occasions: Thanksgiving, Christmas, & Independence Day.
- Days numbered are Agency Holidays, and must be used as a leave day by the client.
- Days denoted with (x) must be used as a leave day if client is not working.
- Client Leave: Vocational program clients—whether they qualify for paid leave or not—are allowed a total of 15 days (or more depending on length of service) per year. Eight (8) of the 15 are holidays when the agency is closed. The other 7 can be requested when client/family desires; approval of request must be obtained from vocational program supervisor for those in work programs. Those clients who use Hope Haven transportation to/from the Des Moines area must count travel days as "leave days" where marked by an (X); there are seven (7) of these on the 2017/2018 calendar.

To: Hope Haven Clients and Families

From: Scott Witte, Director of Partnership & Service Development

Re: FY 2019 Program Calendar

Date: 5-24-2018

On the opposite side of this sheet is the Program Calendar for fiscal year 2019, which begins 7-1-2018. Please note the dates of office closure for the various holidays and the dates for client transportation for the Independence Day, Thanksgiving, and Christmas holidays.

Note that Hope Haven has added an additional agency holiday, Good Friday, on which administrative office, office-based services, and day services locations will be closed.

Please notice the last paragraph on the calendar. Clients involved in vocational services need to limit their time off to the 8 holidays and 7 other leave days per year; more days off are available with certain levels of experience, as explained in the "Client Handbook – Employment Services."

Feel free to call me (712-476-3122) if questions. Thanks.